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RETURN TO

RECORDS MANAGEMENT DIVISION
FEB 13 1955

Rec mgt 5

MEMORANDUM TO: Commanding Officer, 25X1A6a
Chief, Records Management Division,
Management Staff, DD/S
Chief, Physical Security Division, SO
Chief, Supply Division, LO
Chief, Real Estate and Construction Division/LO

FROM : Acting Chief, Transportation Division/LO

SUBJECT : Tentative Changes in Scheduled Movement of the
Records Center to 25X1A6a

REFERENCES : (a) Memo from Acting Chief, Transportation Division,
to Chief of Logistics, Subject: Movement of
Agency Records Center, dated 22 December 1954.



25X1A6a

1. Paragraph 5. j. of Reference (a), which was concurred in by all addressees makes the Transportation Division responsible for overall coordination of the move of the Records Center from 25X1A6a to 25X1A6a

2. Paragraph 7. of Reference (b) states that the Transportation Division is responsible for notifying all concerned of any changes in the proposed movement plan.

3. Because of unavoidable delays in the completion of the new Records Center Warehouse at 25X1A6a it has become necessary to change the scheduled starting date for the movement of records from 1 February 1955 to approximately 1 March 1955. In addition, it was found necessary to move a certain amount of shelving to 25X1A6a which had not been a part of the original movement plan. The shelving was moved to 25X1A6a during the period 7 to 13 February 1955 and will be installed on the first floor of the new 25X1A6d during the period 13 to 27 February 1955.

4. Providing the shelving is erected at 25X1A6a as scheduled, it is planned to commence the actual movement of records on Monday, 28 February 1955. Therefore, in accordance with the agreements reached in 25X1A6a

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References (a) and (b), it is requested that arrangements be made to accomplish the following:

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a. [REDACTED] — Provide sufficient laborers in the new Records Center Warehouse to assist in unloading trucks, shelve records and loading empty pallets on trucks for return to [REDACTED]

25X1A6a

b. The Chief, Records Management Division, Management Staff, DD/S — Provide personnel for supervising the handling of records at [REDACTED] for the entire period of the move.

25X1A6a

c. The Chief, Physical Security Division, SO — Provide a security escort, with vehicle, to accompany trucks transferring records to [REDACTED] for the entire period of the move. It is planned that trucks will leave [REDACTED] at approximately 1030 hours each normal work day.

25X1A6a

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d. The Chief, Supply Division — Provide one forklift with operator for use at [REDACTED] for the entire period of the move. The forklift has already been sent to [REDACTED] and only the operator will be required beginning 28 February 1955.

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e. The Chief, Real Estate and Construction Division/IO — Provide a crew of laborers and one forklift operator and a forklift at [REDACTED] for the entire period of the move to perform the following tasks:

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(1) Load pallets with records.

(2) Load pallets on trucks.

(3) Disconnect steel shelving into component sections.

(4) Load shelving on vehicles after the movement of the records has been completed. In this connection, it is understood that a contract is being awarded for installing this shelving on the second floor of the Records Center Warehouse at [REDACTED]

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5. Although the dates for the scheduled transfer of records

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from [REDACTED] have been moved up one month, the hours of operation and number of pallets to be moved will remain substantially as in the old schedule.

6. The following is a graph indicating estimated starting and completion dates of various phases of the move:



A -- Commence moving shelving from Washington to [REDACTED]

25X1A6a

25X1A6a

C -- Commence movement of records.

D -- Commence moving shelving now installed at [REDACTED]

25X1A6a

25X1A6d

F -- Entire project completed.

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LD/TD/DFB:ecb (15 February 1955)

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